



Marcie Edmonds, MC, LPC
Licensed Professional Counselor

LISTWORK

A Listwork is a structured exercise in which clients communicate in a clear, direct and positive manner. Clients also develop new listening skills that will enhance all relationships.

Clients and family members follow the same format and are informed on the complete listwork process. Listwork process consists of four sections:

- | | |
|------------------------------------|------------------|
| 1. List of Concerns/Confrontations | 2. Appreciations |
| 3. Goals | 4. Boundaries |

Please follow the A B C method for maximum communications results when doing the first two sections.

- When you _____ actual behavior _____ . **See next page for examples**
- Like the time you _____ specific behavior _____ .
- I feel (or felt _____, _____, _____) (3 or more core feelings).

CORE FEELINGS	
HAPPY	HOPEFUL
LONELY	HURT
SAD	PEACEFUL
GRATEFUL	GUILTY
PROUD	SHAME
FEAR	RELIEVED
LOVED	ANGER



Marcie Edmonds, MC, LPC
Licensed Professional Counselor

LISTWORK

List of Concerns/Confrontations: Write out a minimum of five or a maximum of seven concerns or confrontations of behavior.

NOTE: Before sharing this list, please begin the list with these words (repeat out loud): **"These are my thoughts, feelings and perceptions and you do not have to change."**

- 1. When you _____ actual behavior _____ **See next page for examples**
- 2. Like the time you _____ specific behavior _____.
- 3. I feel (or felt _____, _____, _____) (3 or more core feelings).

(their name)

1. A. _____
B. _____
C. _____

(their name)

2. A. _____
B. _____
C. _____

(their name)

3. A. _____
B. _____
C. _____

(their name)

4. A. _____
B. _____
C. _____

(their name)

5. A. _____
B. _____
C. _____

(their name)

6. A. _____
B. _____
C. _____

(their name)

7. A. _____
B. _____
C. _____



Marcie Edmonds, MC, LPC
Licensed Professional Counselor

LISTWORK

Examples (Concerns/Confrontations):

- Jerry, A. When you lie.
- B. Like the time you told me you hadn't discussed our problems with your parents and I found out later you did.
- C. I felt angry, sad and hurt.
- Jerry, A. When you don't take care of yourself.
- B. Like the time you didn't go to your doctor's appointment.
- C. I felt angry, sad and hurt.

BEHAVIOR CATEGORIES (These are only intended as examples. You may use these or add your own.)

lie	remind me about things I need to do
call me names	call me irresponsible (or lazy, etc.)
do dangerous things	borrow my things and not return them
destroy things	drink/drug and ... (behaviors)
hit me	won't talk to me or don't communicate
use obscene words	interrupt me
use profanity	blame me
tell me my feelings are wrong	leave me
tell me I don't (or do) feel a certain way	make accusations
physically hurt me	arrive late for appointments
volunteer my services	don't listen
talk about my private life to others	don't ask what others want/feel, etc.
discuss our conflicts with others	tell me you are worthless, no good, a loser, etc.
make fun of me (or others)	don't share your feelings with me
leave messes in the house	isolate
break your word, promises or commitment	don't spend time with me
tell me I can't make it	don't take care of yourself
tell me what to do	
ask me questions about my private life	
use drugs	



Marcie Edmonds, MC, LPC
Licensed Professional Counselor

LISTWORK

List of Appreciations: Write out an equal number of behaviors you appreciate and want to affirm.

1. When you _____ actual behavior _____ . **See next page for examples**
2. Like the time you _____ specific behavior _____ .
3. I feel (or felt _____, _____, _____) (3 or more core feelings).

_____ (their name)	1.	A. _____ B. _____ C. _____
_____ (their name)	2.	A. _____ B. _____ C. _____
_____ (their name)	3.	A. _____ B. _____ C. _____
_____ (their name)	4.	A. _____ B. _____ C. _____
_____ (their name)	5.	A. _____ B. _____ C. _____
_____ (their name)	6.	A. _____ B. _____ C. _____
_____ (their name)	7.	A. _____ B. _____ C. _____



Marcie Edmonds, MC, LPC
Licensed Professional Counselor

LISTWORK

Examples (Appreciations):

- Jerry, A. When you talk to me.
- B. Like last year when we went to the coast. We sat on the beach and talked about our childhood.
- C. I felt loved, hopeful and grateful.
- Jerry, A. When you surprise people.
- B. Like the time you threw the surprise party for your brother.
- C. I felt angry, sad and hurt.

BEHAVIOR CATEGORIES (These are only intended as examples. You may use these or add your own.)

- | | |
|--|--|
| talk to me | call me |
| listen to me | visit me |
| share feelings with me | tell me that you appreciate me |
| do special things | say positive things to me |
| help others | say/do romantic things |
| spend time with me (or kids, family) | remember special days |
| use your talents (gifts, intelligence, creativity, etc.) | fix special meals |
| tell me you trust me (love me, are proud of me, etc) | fix things around the house |
| take part in my activities | solve problems |
| show interest in my activities | stand up for yourself |
| do things that take care of yourself | include me in your plans |
| take charge of your responsibilities | follow through on what your say |
| do things without being asked | tell jokes |
| surprise me | say funny things |
| rub my back | call/come over just to share something special |
| make love with me | pick out special presents |
| do fun things with me | tell me the truth |
| | do things that are thoughtful |



Marcie Edmonds, MC, LPC
Licensed Professional Counselor

LISTWORK

Goals/Commitments: Must be specific and intended to communicate your commitment.

Remember, it is not a commitment if you use the words "try, maybe, probably, should, ought or might," **use positive language "I will..., I am..."**

1. _____ What I will do to help build a healthier relationship: _____

2. _____ What I will do for my recovery: _____

3. _____ Something special I will do for myself is: _____

EXAMPLES:

Goal#1: I am willing to take scuba diving lessons and go to Mexico with you at least three times this year to dive together. I am willing to share more feelings with you as well as listen to your feelings without judging them, etc.

Goal #2: I am making a commitment to my recovery by following my aftercare plan which is to go to three AlAnon or AA meetings each week and continue my individual therapy. I will work on my own issues such as ...



Marcie Edmonds, MC, LPC
Licensed Professional Counselor

LISTWORK

Boundaries: Finally, write out boundaries that need to be set, either for your recovery or to enhance the relationship.

_____, My boundary(s) is/are: _____

Guidelines for setting boundaries:

- ❖ The purpose is to take care of yourself, not to manipulate nor threaten and to protect yourself from inappropriate behavior as to not feel victimized by someone else’s behavior.
- ❖ Some boundaries may be more rigid than others. Only set limits that you are willing to follow through with.
- ❖ If you behavior, I will take care of myself by special action OR
- ❖ If you behavior.
- ❖ I will confront that behavior and share my feelings.
- ❖ If you continue that behavior, “I will” take care of myself by action.

Examples:

- ❖ For my recovery, I am no longer willing to enable you by ... lending you money, taking responsibility for your feelings, accepting your drinking, etc.
- ❖ If you verbally abuse me by calling me names like “stupid, jerk”, etc., I will take care of myself by leaving the room.
- ❖ If you ask me for money, I will simply repeat my boundary.
- ❖ If you drink alcohol or use drugs in my presence, I will share my feelings with you, and take care of myself by leaving or asking you to leave.
- ❖ If you blame me for your feelings, I will confront your blaming and if you continue, I will stop the conversation.